



United States Department of the Interior
Bureau of Land Management

Eastern States
7450 Boston Boulevard
Springfield, Virginia 22153
<http://www.es.blm.gov>



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May 20, 2004

EMS TRANSMISSION 05/20/2004
Instruction Memorandum No. ES-2004-15
Expires: 09/30/2005

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Charge Card Management

Program Area: Charge Card Management

Purpose: This Instruction Memorandum establishes procedures for temporarily activating purchase/travel/convenience check writing authorities on the Integrated Charge Card.

Policy/Action: Due to the recent cutback of purchasing/convenience check writing authorities on Bureau of Land Management-Eastern States (BLM-ES) cardholders integrated charge cards; BLM-ES has developed an automated process which involves filling out an automated authorization sheet for temporary charge card activity. The process will start with the cardholder and go through all levels of management necessary and end with the BLM-ES A/OPC. It is a very simple process and will save time. This automated process will be used to request temporary activation of purchasing/check writing authority and also for limited charge cards. Limited charge cards are travel only charge cards that need to be activated for travel and deactivated at the end of travel and require supervisory approval.

The automated temporary authorization sheet entitled *Eastern States Request for Temporary Activation of Purchase Authority* will be available on June 1, 2004, with instructions on using the database.

The requesting employee, the employee's supervisor and the approving official (DSD/FM/Office Chief/Field Station Manager), the DSD for Business Resources, and BLM-ES A/OPC, Jackie Choudhury, will all have a section of the automated authorization sheet to complete.

The automated temporary authorization sheet must reach BLM-ES A/OPC completed at least three full days prior to the beginning date on the temporary authorization sheet. Your beginning date must consider the time you need to make hotel and airline reservations. An additional 10 business days must be allowed for the arrival of convenience checks.

BLM-ES A/OPC will activate the account and the employee can expect to use the account on the beginning date listed on the authorization sheet. The account will be deactivated one day after the ending date indicated on the temporary authorization sheet.

Timeframe: This process will be effective June 1, 2004.

Budget Impact: No budget impacts are anticipated.

Background: BLM has required that each office reduce purchasing/travel/convenience check writing authorities. BLM-ES went through a large reduction of charge card purchasing/convenience check writing authorities and as a result, there have been many requests for these authorities to be returned to perform duties that may be seasonal or temporary. The automated temporary authorization sheet was designed to give temporary authorities to perform specific duties and then be deactivated.

Manual/Handbook Section Affected: None

Coordination: The authorization sheet was coordinated with the Milwaukee Field Office.

Contact: If you have any questions or concerns regarding this policy, please address them to Ruth Welch, Deputy State Director, Business Resources, at 703-440-1550.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant